



## College of The Albemarle Policy

**Policy Number: 4-10**

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**Title: Student Records**

**Related Policy and Procedures:**

**Division of Responsibility: Student Success and Enrollment Management**

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It is the policy of College of The Albemarle to establish and publish procedures regarding the maintenance and security of all student records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

10/94, 02/03, 02/12, 09/13, 12/16,  
06/17

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**Date Approved by Board of Trustees**

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**Date of Last Review**

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**Date of Last Revision**